

ASSISTANT TO THE EXECUTIVE DIRECTOR - WATER AUTHORITY

Code No: 3-18-294
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level administrative position in the Monroe County Water Authority responsible for assisting the Executive Director with staff functions. These functions include: budget administration, research and evaluation, labor negotiation, policy and procedure development, and personnel and benefits administration. General supervision is exercised over a staff of professional and clerical employees. The incumbent works under general supervision from the Executive Director and acts for, and in place of, the Executive Director in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares and monitors the annual operating budget;

Conducts research and evaluation studies aimed toward improving general authority operations;

Serves as the lead member of all authority labor negotiation committees;

Formulates, recommends and implements authority policies and procedures to ensure compliance with negotiated employee contracts;

Supervises all personnel activities including recruitment, hiring, payroll activities, performance evaluations, etc.;

Administers all employee benefit programs such as health insurance, workers compensation, general absence and leave of absence requests.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of public personnel administration procedures and practices including recruitment and selection, payroll certification, employee benefits, labor relations, etc; thorough knowledge of budget preparation and monitoring; good knowledge of Monroe County Water Authority's policies, procedures, goals and objectives; good knowledge of research and evaluation techniques; good oral and written communication skills; supervisory ability; ability to conduct and participate with parties involved in contract negotiations and disputes; ability to formulate and implement operating policy; ability to establish and maintain effective working relationships; initiative; integrity; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree; PLUS, six (6) years full-time paid or its part-time equivalent professional experience in personnel administration, business administration, at least three (3) years of which must have involved supervision; OR
- (B) Graduation from a New York State registered or regionally accredited college or university

with a Master's degree; PLUS, five (5) years full-time or its part-time equivalent professional experience as defined in (A), at least three (3) years of which must have involved supervision; OR,

- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT:

Possession of a valid New York State Class *5* operators license at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 20, 1989